

# State of Arkansas

## Department of Finance and Administration Sales and Use Tax Section

**ST 370**

### Special Events Sales Daily Tax Report Schedule

Promoter Reporting Number: 61862602-SLS

Special Events Promoter: Chaffee Crossing Historic Preservation

Event Name: Chaffee Crossing Food & Artisans Market

Event Date: Aug 15, 2026

Event Location: Fort Smith/Sebastian

Event Number: 111478-081526

**BOOTH OPERATOR/VENDOR SECTION**

Vendor Name:		Sales Tax Permit Number:		Booth Number:	
FEIN/SSN:		Vendor Location Address:		City, State, Zip Code:	
Vendor Mailing Address (if different than Vendor Location address):		City, State, Zip Code:		Vendor Phone Number:	

**SALES TAX COMPUTATION SECTION** (State, County, City, and Alcohol combined)

Date of Sales Activity: Aug 15, 2026

GROSS RECEIPTS (Do Not Include Alcohol Sales)	X	TOTAL TAX RATE 9.5%	=	TOTAL TAX DUE	
ALCOHOL SALES (Not Including Beer and Wine)	X	TOTAL TAX RATE	=	TOTAL TAX DUE	+

**If you sold alcoholic beverages of any kind at this event you must collect and remit Sales Tax on these sales.**

Date of Sales Activity: \_\_\_\_\_

GROSS RECEIPTS (Do Not Include Alcohol Sales)	X	TOTAL TAX RATE	=	TOTAL TAX DUE	
ALCOHOL SALES (Not Including Beer and Wine)	X	TOTAL TAX RATE	=	TOTAL TAX DUE	+

**If you sold alcoholic beverages of any kind at this event you must collect and remit Sales Tax on these sales.**

Date of Sales Activity: \_\_\_\_\_

GROSS RECEIPTS (Do Not Include Alcohol Sales)	X	TOTAL TAX RATE	=	TOTAL TAX DUE	
ALCOHOL SALES (Not Including Beer and Wine)	X	TOTAL TAX RATE	=	TOTAL TAX DUE	+

**If you sold alcoholic beverages of any kind at this event you must collect and remit Sales Tax on these sales.**

GRAND TOTAL TAX DUE
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**FEIN/SSN is required to process payment  
Make check(s) payable to Department of Finance and Administration**

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

Please see instructions on the next page

## Instructions for Form ST370

### **General Information**

The Special Events Sales Tax Report Schedule is a form used by Special Events Promoters. The Promoter will give this form to the booth operators / vendors to complete and report their sales tax collections. It is to be completed and turned in to the Special Events Promoter daily.

**Vendors who fail to remit the ST-370 Vendor Form, along with any applicable tax due, shall be subject to assessment of tax, penalty, and interest. Please be aware any unpaid tax, penalty, and/or interest may result in a lien filing.**

### **Promoter Section Instructions**

1. PROMOTER REPORTING NUMBER: The Special Events Promoter inserts his Reporting Number in this blank.
2. SPECIAL EVENTS PROMOTER: Special Events Promoter inserts his name in this blank. NOTE: promoter could use a rubber stamp for the reporting number and name.
3. EVENT NAME: Insert Name of Event. Example is "Big Event Festival"
4. EVENT DATE: Enter the date of each collection.
5. EVENT LOCATION: Insert City/State where the event is taking place.
6. EVENT NUMBER: Insert Event Number assigned by DFA if applicable.

### **Booth Operator/Vendor Section Instructions**

7. VENDOR NAME: Insert Booth Operator/Vendor name in this block.
8. SALES TAX PERMIT NUMBER: Insert Booth Operator/Vendor Sales Tax Permit Number if applicable.
9. BOOTH NUMBER: Insert Booth Number assigned by Promoter if applicable.
10. FEDERAL ID NUMBER (FEIN/SSN): Insert Booth Operator/Vendor Federal Identification Number.
11. VENDOR LOCATION ADDRESS: Insert Booth Operator/Vendor Location address. (Do Not Use PO Box)
12. CITY, STATE, ZIP CODE: Insert Booth Operator/Vendor Location City, State and Zip Code.
13. VENDOR MAILING ADDRESS: Insert Booth Operator/Vendor Mailing address. (if different than Location address)
14. CITY, STATE, ZIP CODE: Insert Booth Operator/Vendor Location City, State and Zip Code.
15. VENDOR PHONE NUMBER: Insert the booth operator/vendor contact phone number.

### **Sales Tax Computation Section Instructions**

13. DATE OF SALES ACTIVITY: Insert the Date the Sales Activity occurred. The Special Events Vendors are required to list daily sales.
14. GROSS RECEIPTS: Insert total Gross Receipts for the day. (Not Including Alcohol sales if applicable.)
15. TOTAL TAX DUE: Insert Total Tax Due by multiplying Gross Receipts by Total Tax Rate (State, County, and City combined).
16. ALCOHOL SALES: Insert total Alcohol Sales for the day. (Not Including Beer and Wine sales if applicable.)
17. TOTAL TAX DUE: Insert Total Tax Due by multiplying Alcohol Sales by Total Tax Rate (State, County, City, and Alcohol combined).
18. GRAND TOTAL TAX DUE: Insert Grand Total Tax Due by adding all Total Tax Due amounts.

**FEIN/SSN is required to process payment**

**Make check(s) payable to Department of Finance and Administration**